

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date June 26, 1981		Division of Public Health / Family Health Services Section / Maternal & Child Health Unit / Perinatal Pro- gram / 47 Trinity Avenue, S.W. Atlanta, Georgia 30334		Application Number 81-364	
Application Number DHR 81-11				Date Received JUN 26 1981	
2. Person to Contact		Brian McCarthy, M.D. or Tom McDaniel		Working Title Perinatal Epidemiologist Research Analyst Telephone Number 656-6855	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest 1969		Latest to continue			
		Birth and Infant Death Surveillance Report Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
<p>The Perinatal Program has the responsibility to establish allocations and monitor the Medically High Risk Pregnancy Program; develop and monitor service contracts for Certified Nurse Midwife Programs; offer technical assistance to private and public agencies with CNM; process granny midwife certifications and provide training; develop and update medical, nursing, and administrative policies and procedures; prepare the State-wide perinatal services plan; maintain an evaluation system; develop and provide training for perinatal services; compile and prepare annual report the Title V MCH Report; process abortion surveillance reports; monitor prenatal sterilization services; and maintain the library of prenatal films.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: compiling information concerning births and infant deaths (occurring only in Georgia to Georgia residents) State-wide for comparative statistical studies.					
Included are: copy of DHR Vital Records Service forms -- No. 3901 (Certificate of Live Birth) shows child's name, sex, date and time of birth; county, city, and hospital of birth; whether single or multiple birth; parents' full names, address, birthplaces, birthdates, and race; signature of either parent and date; signature of physician or other attendant (to certify live birth), position, full mailing address; and signature of Local Registrar and date; and date certificate filed, with both local and State File Numbers -- No. 3903 (Certificate of Death) shows State File No. and birth number; name, address, sex, race, birthplace, date of birth, age at death; occupation, social security number, whether or not served in U.S. Armed Forces; disposition (burial, removal, cremation); cause of death; name of embalmer, funeral home name and address; signature and address of physician and date; and certification as dates of attendance to the deceased; Local Registrar's signature, date certificate of death filed; and date of signature. Also included is the computer printout.					
The file is arranged : forms and computer printout information arranged for various studies by category: maternal age -- health unit -- health systems area -- perinatal region -- hospital of birth -- maternal county of residence -- birth weight -- live birth order -- and many other arrangements.					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? data collection from birth and infant death certificates for cross-analysis of Maternal and Child Health programs for determining factors which influence maternal and child health in Georgia.					
9. Annual Rate of Accumulation or Records yearbook for 1974-1978 Morbid Publication (attached)					
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) approximately 50 cu. ft					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. contain patient names
		c. Is this a vital record?
X		d. Does this series have historical or long term research value? research studies
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. (see Matching of
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. (Records for Births and Infant Deaths
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? (attached
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout? information from forms 3901 and 3903

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

for comparative studies

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Upon completion of particular study, cut off the file; then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 10 _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

The computer printout will be transferred with the copies of forms.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Julius S. Terry (llh)	6-26-81	Elizabeth W. Crank	6/26/81
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee			7-7-81
Secretary of State/Designee		Carroll Hart	7-6-81
Attorney General/Designee		Harry Shyler	7-6-81

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)